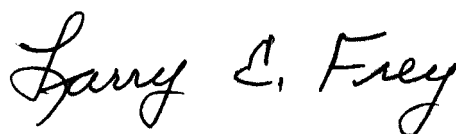


For: Oregon County Offices

2002 End-Of-Year Reviews

Approved by: Larry Frey, State Executive Director



1 Overview

A Background

End of year reviews are conducted to maintain program integrity of the payment limitation eligibility provisions.

The reviews are intended to verify that the farming operations were carried out as represented when the initial determinations were made.

Counties were notified of 2002 end of year review selections in Oregon Notice PL-16.

B Purpose

The purpose of this notice is to provide information regarding:

- provide a list of end of year review waivers approved by the State Office
- end of year review team assignments
- control county instructions
- review team instructions
- initial reviewing authority instructions

Disposal:

July 1, 2004
8/18/2003

Distribution:

All Oregon COFs

OR Notice PL-17

2 2002 End of Year Review Waivers Approved by the State Office

A STO Approved Waivers

The following table lists the end of year review waivers approved by the State Office according to 1-PL, subparagraph 652 F:

Farming Operation	Control County	Waiver Reason
Sanderson & M Pierce-Anderson	Gilliam	Husband and Wife
Sidney J and Darla K Seale	Gilliam	Husband and Wife
Ann & Ron McGill	Klamath	Husband and Wife
Christensen Farms Joint Venture	Morrow	Husband and Wife
Western Grain	Morrow	Husband and Wife
Tom Peterson Farms	Umatilla	Husband and Wife
We-Hi Farms, JV	Umatilla	Previous Review
WKT Farming	Umatilla	Previous Review
John & Ruth Fulton	Wasco	Husband and Wife
Martin Underhill Farms	Wasco	Husband and Wife

3 2002 End of Year Review Team Assignments

A Team Assignments

In order to minimize the amount of time and out of county travel spent on the end of year review process by any one individual, or group of individuals, it has been decided that that review teams will be made up of two individuals from different County Offices.

The following table lists the end of year review team assignments:

County	Producer	Review Team
Morrow	N & C Farms	Bob Bostwick & Jerry Griffith
Morrow	Four Corners JV	Kristen Bingaman & Jerry Griffith
Morrow	Ritz Ag. Enterprises	Ralph Meyer & Andrew Schmidt

4 Control County Action

A Producer Notification

The control county office for the farming operation shall notify the producer who has been selected for end of year review according to 1-PL, paragraph 653.

When notifying producers, be sure to indicate that 2002 year documents will be reviewed.

B Review Documentation

The control county office shall

- Review the documentation submitted by the producer to ensure there is sufficient documentation for the review team to make a determination.
- If insufficient documentation is submitted, request the producer submit additional documentation.

C Photocopying Documents

The control county office for the farming operation shall:

- photocopy the documents obtained from the producer

Note: It may not be necessary to photocopy all documents. However, a sufficient number should be included to provide the review team with enough information to make a determination.

- photocopy applicable program documents such as:
 - applicable CCC-502, including updates, and supporting documents
 - CCC-503A
 - other, as determined necessary by the review team.

4 Control County Action

D Case File

The control county office for the farming operation shall prepare and send a copy of the case file to each review team member with the following:

- photocopies of the producer's documents

Note: Assemble the documents by category of contributions (capital, equipment, land, labor, management), using the checklist in 1-PL, subparagraph 677 A.

- photocopies of the applicable program documents.

E Other Arrangements

If agreeable by both the review team and the control county, other arrangements may be made to obtain and review the producer's documentation.

F After Review is Completed

After the review team completes the review and returns the case file, the control county shall submit the case file to the initial reviewing authority.

After the initial reviewing authority has reviewed the review teams conclusions and recommendation, and has made a determination, the control county shall notify the producer of the determination.

G Discrepancies

If discrepancies are discovered that:

- does not affect the original determination, the control county shall notify the producer of the discrepancy and confirm the original determination
- affects the original determination, notify the producer of the
 - revised determination
 - amount of payments to refund, if applicable
 - applicable appeal rights.

5 Review Team Actions

A Action

The review team shall:

- review the case file as submitted by the control county
- request additional information from the producer if necessary
- interview the producer if necessary
- place in the case file :
 - completed checklist and worksheets in 1-PL, paragraphs 678-698 used to document the review
 - the review team's conclusion and written recommendations of actions to be taken
- return the case file to the control county no later than June 1, 2004
- notify the State Office when the review has been completed.

6 Initial Reviewing Authority

A Initial Reviewing Authority Action

The initial reviewing authority, usually the County Committee, shall

- review the conclusions and the recommendations of the review team
- make the end of year review determination.

7 Reports

A Reports

County Offices with producers selected for end of year review shall file CCC-502EYR according to 1-PL, paragraph 706.